

ATTACHMENTS TO THE REQUEST FOR APPLICATIONS

Applications must be received by November 11, 2011 close of business

(You may submit your application before this date if you wish)

Submit Applications to:

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Nutritionist
USDA, Food and Nutrition Service
Food Distribution Division
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(703) 305-2662

FISCAL YEAR 2012
FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS – NUTRITION EDUCATION GRANT
Request for Applications

Attachment A

New Application Template (Sample) APPLICATION INSTRUCTIONS

1. Type or cut and paste text directly onto the sample to apply for FY 2012 funds. **The template begins on the second page of this document.**
2. Goals and Objectives. Applicants may select a maximum of two goals. One of the goals must be a nutrition goal. If you select a second goal, it must be the physical activity goal listed below. It is acceptable to base your project on one nutrition goal.
 - a) Choose one of the following :
 - Make half your plate fruits and vegetables;
 - Eat whole grains, or
 - Switch to fat-free or low-fat milk products.
 - b) Optional: Choose a physical education goal:
 - Increase physical activity and reduce time spent in sedentary behaviors as part of a healthy lifestyle
 - c) Pre-written goals, objectives, and tasks are provided, in the template, to make it easier to complete your application and conduct a project that will meet the criteria stipulated in the Request for Application (RFA).

TIP: Choosing goals for your project. Use one of the following options:

*One nutrition goal, or
One nutrition goal and the physical activity goal*

3. Tips for Using the New Application Template (Sample)
 - a) The template is a Microsoft Word Document. Begin entering the information on the second page of this attachment. Ensure that all information requested has been included.
 - b) Use as much space as you need to enter your response. You are not limited to the amount of space that is directly under text boxes or in columns. The information that you add to the sample template should adhere to the number of pages recommended in the RFA.
 - c) Complete the Application Cover Sheet. Type or paste text in the empty space below each section.
 - d) Enter page numbers in the Table of Contents after you have completed your application. Double-check them to ensure that the page numbers are correct.
 - e) Use Attachment I, Application Checklist, to ensure that you have responded to all information that is required.
 - f) Follow all directions in the RFA document to submit your application.
 - g) Do not include this Tip Sheet with your completed application.

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Attachment A

NEW APPLICATION COVER SHEET

Enter the name of the applicant organization or program in the space directly below.

Enter the address of the applicant organization in the space directly below.

Enter the name and title of the application contact person in the space directly below.

Enter the Phone Number of the application contact person below.

Enter the name of the person who will be the Project Director (if known) directly below.
(If this is the same name as the Contact Person enter the name again)

Enter the Fax Number of the contact person below.
(If there is no Fax number, enter NONE)

Enter the E-mail Address of the contact person below.
(If no e-mail address, enter NONE)

What is the total amount of your federal contribution budget request? Enter the amount in the space below.

ITOs and SAs must provide 25 percent of the total amount of funds spent on FDPNE. When ITOs and/or SAs apply as a consortium, the match may come from one or more of the consortium members, but must total 25 percent of the application. FNS will consider compelling justification to waive the match requirement, in whole or in part. **Enter the match percentage the ITO/SA is contributing in the space below.**

Enter **YES** in the space below if you are requesting a waiver of the match. **Remember to include the documents needed to apply for a waiver. See the APPLICATION REQUIREMENTS section of the RFA for more details.**

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Attachment A

(Instruction: Enter page numbers for your Table of Contents on the right side of the page under PAGE NUMBERS. FNS strongly recommends that you adhere to the order listed here.)

1) TABLE OF CONTENTS

PAGE NUMBERS

- 2) ORGANIZATIONAL INFORMATION
- 3) SUMMARY
- 4) PROJECT STAFF
- 5) DETAILED PROJECT INFORMATION
 - a. Target Audience
 - b. Partners
 - c. Goals
 - d. Objectives
 - e. Tasks/Activities
 - f. Timeline
- 6) EVALUATION
- 7) BUDGET AND JUSTIFICATION
 - a. Data Universal Numbering System (DUNS)
 - b. Budget (SF 424, 424A, and 424B)
 - c. Budget Narrative
 - d. Indirect Costs
- 8) CERTIFICATIONS
 - a. Certification Regarding Lobbying
 - b. Disclosure of Lobbying Activities (SF LLL)
- 9) ATTACHMENTS
 - a. Copies of sub-grantee agreements (if appropriate)
 - b. Copies of Memoranda of Understanding with partners (if appropriate)
 - c. Other Supporting Documentation

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2. Organizational Information

Instruction: Use the space below to provide a short description of your organization. Typing a list or a narrative statement is acceptable. Include the following types of information:

- **The number of FDPIR families served per month and number of FDPIR participants served per month must be included.**
- Administrative structure of the organization and the FDPIR
- Unique features of the Reservation or geographic location
- Brief statement regarding the cultural beliefs or practices of the tribe
- Current nutrition education efforts, any resources available, and partnerships.
- **If the applicant is a consortium**, identify the member organizations of the consortium and add a short statement regarding how each consortium member will contribute to the project. **Written agreements (e.g., Memorandum of Agreement) are needed for all collaborative projects. A representative of each ITO/SA/organization participating in the collaboration must sign these agreements.** The agreement should outline the duties/functions each partner will perform, and any financial support each partner will provide. Fax or attach the signed agreements.

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3. Summary

Instruction: Use the space below to provide a short summary of the project. **Typing a list is acceptable.** Include needs addressed, brief, specific details regarding the activities that will occur, and the results expected. **(An example is below.)**

EXAMPLE

- An informal survey conducted revealed that FDPIR participants do not eat the number of vegetable servings recommended by MyPyramid on a daily basis.
- Discussions held with participants revealed that many want to add more vegetables to their diets but do not know how to prepare them in recipes.
- As a result, we propose to provide food demonstrations and cooking classes, conducted by a Contract Nutritionist, that focus on vegetable preparation at the FDPIR distribution site. We will use lesson plans and handouts to enhance the nutrition education information delivered.
- We anticipate an increase of at least 15% of FDPIR clients will increase the number of vegetable servings eaten daily to the amount recommended by MyPyramid.

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4. Project Staff
Instruction: In the space below, provide a list of staff that will work on this project and describe their specific project tasks and responsibilities. Designation of a Project Director is required.
5a. Target Audience
Instruction: Use the space below to identify your target audience. Provide brief details about who will benefit from your nutrition education activities. For example, FDPIR participants or those eligible, reservations they reside on, their ages and gender, other program sites where recruitment will occur.
5b. Partners
Instruction: Use the space below to identify your nutrition education project partners. List all organizations, agencies, or individuals who will provide or assist in the provision of nutrition education to the target audience. Provide written agreements (e.g., Memorandum of Agreement) for all collaborative projects. A representative of each ITO/SA/organization participating in the collaboration must sign these agreements. The agreement should outline the duties/functions that each partner is to perform and the financial support each partner will provide. Submit the signed agreements as attachments.

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5c-f. Goals, Objectives, Tasks, Activities, Timelines			
Instruction: Place an X on the line to select ONE of the pre-written nutrition goals for your FY 2012 nutrition education project. If desired, you can select the physical activity goal to combine with the nutrition goal. It is acceptable to choose one nutrition goal only. Please select from pre-written objectives, tasks, and activities by placing an X on the line next to your choice(s).			
NUTRITION GOAL:	OBJECTIVES	TASKS/ACTIVITIES	TIMELINE
___ Make half your plate fruits and vegetables	<u>Select at least one objective</u> that supports your goal. Enter the appropriate dates and number of activities. To write your own objectives, use the “Other” space below. You may select a maximum of three objectives.	Select the appropriate tasks/ activities below that support your objectives by placing an X in the box next to the task/activity. Use the “Other” space to add your own tasks.	Use the space below to identify when each selected task and activity will take place. Add the number of participants you expect to reach <u>each time</u> you will conduct a class, food demonstration, or provide a service.
	___ By (<u>insert date</u>), conduct (<u>insert number</u>) classes for (<u>insert number of participants</u>) that focus on the benefits of eating more fruits and vegetables on a daily basis. ___ Provide (<u>insert number</u>) food demonstrations for (<u>insert number of participants</u>) by (<u>insert date</u>). ___ Provide (<u>insert number</u>) fruit and vegetable food preparation cooking classes for (<u>insert number of</u>	___ Evaluation planning ___ Recruit or hire staff ___ Develop nutrition education lesson plans ___ Develop food demonstration lesson plans ___ Schedule nutrition education or Food demonstration sessions ___ Purchase supplies ___ Purchase nutrition education materials ___ Purchase equipment ___ Purchase demonstration foods ___ Purchase garden supplies ___ Purchase incentives ___ Advertise project activities ___ Prepare garden site for planting ___ Provide nutrition education	

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	<u>participants</u>) by (<u>insert date</u>). ___Plant (<u>insert number</u>) community gardens by (<u>insert date</u>). Provide a description of the gardens (i.e., size, location, type of vegetables/fruits).	materials ___Provide nutrition education sessions to participants	
	___Other:	___Other:	
NUTRITION GOAL: ___ Eat whole grains	OBJECTIVES Select at least one objective that supports your goal. Enter the appropriate dates and number of activities. If you wish to write your own objectives, use the “Other” space below. You may select up to three objectives for your goal	TASKS/ACTIVITIES Select the appropriate tasks/ activities below that support your objectives next to the task/activity. Select or add as many tasks and activities that support your goal and objectives. Use the “Other” space to add your own tasks.	TIMELINE Use the space below to identify when each selected task and activity will take place. Add the number of participants you expect to reach for <u>each time</u>
	___By (<u>insert date</u>), conduct (<u>insert number</u>) classes for (<u>insert number of participants</u>) that focus on the benefits of increasing consumption of whole grain products. ___Provide (<u>insert number</u>) food demonstrations for (<u>insert number of participants</u>) by (<u>insert date</u>)	___Evaluation planning ___Recruit or hire staff ___Train staff to conduct the activity ___Develop nutrition education lesson plan ___Develop food demonstration lesson plan ___Schedule nutrition education/Food demonstration sessions ___Purchase supplies ___Purchase nutrition education materials	

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	that focus on using whole grain products.	<input type="checkbox"/> Purchase equipment <input type="checkbox"/> Purchase demonstration foods <input type="checkbox"/> Purchase incentives <input type="checkbox"/> Advertise project activities <input type="checkbox"/> Provide nutrition education materials to participants <input type="checkbox"/> Provide nutrition education sessions to participants	
	<input type="checkbox"/> Other	<input type="checkbox"/> Other:	
NUTRITION GOAL: <input type="checkbox"/> Switch to fat-free or low-fat milk products	OBJECTIVES Select at least one objective that supports your goal. Enter the appropriate dates and number of activities. If you wish to write your own objectives, use the “Other” space below. You may select up to three objectives for your goal.	TASKS/ACTIVITIES Select the appropriate tasks/ activities listed below that support your objectives. Select or add as many tasks and activities that support your goal and objectives. Use the “Other” space to add your own tasks.	TIMELINE Instruction: Use the space below to identify when each selected task and activity will take place. Add the number of participants you expect to reach for <u>each time</u> that you will conduct a class or food demonstration, or provide a service to participants.
	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	
PHYSICAL ACTIVITY GOAL: <input type="checkbox"/> Increase physical activity and reduce time spent in sedentary behaviors as part of a	OBJECTIVES Instruction: Select at least one objective that supports your goal. Enter the appropriate dates and number of activities. If you wish to write your own objectives, use the “Other” space below. You may select up to three objectives	TASKS ACTIVITIES Instruction: Select the appropriate tasks/ activities below that support your objectives. Select or add as many tasks and activities that support your goal and objectives. Use the “Other” space to add your own tasks.	TIMELINE Instruction: Use the space below to identify when each selected task and activity will take place. Add the number of participants you expect to reach for <u>each time</u> that you will conduct a class or food demonstration, or provide a service to participants.

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healthy lifestyle NOTE: You must select a nutrition goal before choosing this goal	for your goal.		
	___ Provide (insert <u>number</u>) physical activity demonstrations for (insert number of participants) by (<u>insert date</u>). ___ Provide handouts on increasing physical activity to (insert number of participants) FDPIR participants at monthly food issuance during (<u>insert months when you will provide the handouts</u>). ___ Refer participants (insert number) to physical activity programs or services by (insert date).	___ Evaluation planning ___ Recruit or hire staff ___ Train staff to conduct the activity ___ Develop physical activity demonstration lesson plan ___ Schedule physical activity demonstrations that teach the benefits of daily physical activity ___ Purchase supplies ___ Purchase physical education demonstration materials ___ Purchase incentives ___ Advertise project activities ___ Provide physical activity demonstration materials to participants ___ Provide physical education demonstration sessions ___ Refer participants to facilities that offer physical activity education	
	___ Other:	___ Other:	

6) Evaluation

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Instruction: In the chart below, choose the method(s) you will use to evaluate your FY 2012 nutrition education project and provide a short explanation of how this will help to assess results. The evaluation can be a simple one but you must collect some data. For example, collect data on the number of participants who attend a nutrition education class, the number of participants who receive nutrition education handouts, or compare knowledge gain among participants after they have taken a class. Use the “Other” row to add your own evaluation methods. If you prefer to submit a more detailed evaluation plan, place an X next to “Other” and attach your evaluation plan using a separate file. Visit the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> and click on FDPIR Nutrition Education Grants to obtain the Project Evaluation Guidance document.

Sample Evaluation Chart	
Evaluation Methods	Evaluation: Provide a brief explanation of how the evaluation method will provide information that helps assess the results of your FY 2012 nutrition education project.
<input type="checkbox"/> Survey	
<input type="checkbox"/> Pre-and post test results	
<input type="checkbox"/> Nutrition education session sign-in sheets	

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___ Food demonstration sign-in sheets	
___ Referral log: Number of participants referred to other agencies for nutrition or physical education	
___ Log that records number of handouts distributed	
___ Physical activity demonstration session sign-in sheets	
___ Observations of activities	
___ Photos or videos	
___ Other:	

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7. Budget and Justification

a) Data Universal Numbering System (DUNS). Applicants of Federal Government awards are required to have DUNS numbers. If your agency has not yet obtained a number, you will need to contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge to obtain a DUNS number. The DUNS number will serve as a means of tracking and identifying applications for Federal assistance, and must be included on all applications for Federal assistance. If applying as a consortium of agencies, use the DUNS number of the lead agency. **You must record your DUNS Number on your Standard Form (SF) 424.**

Instruction: Enter an X on the line below to indicate that you have obtained a DUNS number entered it on your SF 424.

b) Budget

Instruction: Use the Standard Form (SF) 424, 424A, and 424B to prepare a completed budget for the project. Provide amounts for all major budget categories. Budget forms are available at <http://www.fns.usda.gov/fdd/programs/fdpir/default.htm> by clicking on FDPIR Nutrition Education Grants. Attach a hard copy of the completed forms. If you are e-mailing your application, you may fax copies of these forms to the FNS, Food Distribution Nutritionist, Akua White, whose contact information is listed in the RFA.

a) Budget Narrative

Instruction: The budget narrative must provide an explanation for all funds requested on the budget form (SF 424A) and describe how those costs relate to the project objectives and proposed activities. The budget narrative should provide enough detail for reviewers to understand how costs were determined and how they relate to the goals and objectives of the project. Use Attachment H, Sample Budget Summary Chart, to document your budget narrative. You may type directly onto the Sample Budget Summary Chart. Attach it to your application.

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b) Indirect Costs. Applicants who intend to charge indirect costs to the FDPNE grant must provide a copy of the most recently approved Indirect Cost Negotiation Agreement. If the applicant is a consortium, the lead agency must submit its most recently approved Indirect Cost Negotiation Agreement.

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Instruction: Enter an X on the line to the right if you intend to charge indirect costs to the FDPNE grant. _____

Enter an X on the line to the right if you have included a copy of your Indirect Cost Negotiation Agreement. _____

8) Certifications. Your application must include a Certification Regarding Lobbying, and, if required by paragraph two of the Certification Regarding Lobbying, Disclosure of Lobbying Activities (SF LLL). Forms for Certification Regarding Lobbying and Disclosure of Lobbying Activities (SF LLL) are available on the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> by clicking on FDPIR Nutrition Education Grants. **Instruction: Enter an X on the line to the right if you attached a copy of your Certification Regarding Lobbying.** _____
Enter an X on the line to the right if you are required to submit SF LLL, Disclosure of Lobbying Activities. _____

9) Attachments. Instructions: Certifications. Attach copies of memoranda of agreements, contracts, and any other supporting documentation that is required

Attachment B

Renewal Application Template (Sample)

Renewal Application Guidelines

- 1. You may write directly on this sample template to apply for funding to continue a FDPNE project from FY 2011 for FY 2012.**
- 2. Goals and objectives: Your FY 2012 project must use one nutrition goal only.**
 - a) It must be a nutrition goal approved for FY 2011.**
 - b) Use the physical education goal if approved for FY 2011.**
 - c) You may document a maximum of two goals for FY2012.**
 - d) FDPNE FY 2012 permits up to three objectives only.**
 - **If you accomplished all of your objectives for FY 2011, you may select new objectives or write your own new objectives.**
 - **See Attachment C for a list of acceptable objectives and guidance on how to write objectives.**
- 3. The template is a Microsoft Word Document. Begin entering the information on the second page of this attachment. Ensure that all information requested has been included.**
- 4. Complete the Application Cover Sheet. Type or paste text in the empty spaces as indicated.**
- 5. Enter the page numbers for sections of your application on page three, Table of Contents.**
- 6. Enter the information for your application. Follow the instructions provided with each section.**
 - a) Use as much space as you need to enter your response. You are not limited to the amount of space that is directly under text boxes or in columns.**
 - b) Follow all directions in the RFA document to submit your application.**
- C Please do not include this Tip Sheet with your completed application.**

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Attachment B

RENEWAL APPLICATION COVER SHEET

Enter the name of the applicant organization or program in the space directly below.

Enter the address, phone number, and fax number of the applicant organization in the space directly below.

Enter the name, phone number, and fax number of the application contact person in the space directly below.

Is this a renewal application for a Consortium? If yes, place an **X** in the box to the right. >

☐

Enter the name of the lead agency of the consortium for **FY 2011** directly below.

Enter the name of the person who will be the Project Director (if known) directly below.
(If this is the same name as the Contact Person enter the name again)

Enter the E-mail Address of the Contact Person below.
(If no e-mail address, enter NONE)

What is the total Federal share requested? Enter the amount in the space below.

ITOs and SAs must provide 25 percent of the total amount of funds spent on FDPNE. When ITOs and/or SAs apply as a consortium, the match may come from one or more of the consortium members, but must total 25 percent of the application. FNS will consider compelling justification to waive the match requirement, in whole or in part. **Enter the match percentage the organization will contribute in the space below.**

Enter **YES** in the space below if you are requesting a waiver of the match. **Remember to include the documents needed to apply for a waiver. See the APPLICATION REQUIREMENTS section of the RFA for more details.**

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Attachment B

1) Table of Contents

PAGE NUMBERS

- 2) ORGANIZATIONAL INFORMATION
- 3) PROJECT STAFF
- 4) GOALS AND OBJECTIVES FROM FY 2011
- 5) LESSONS LEARNED IN FY 2011
- 6) TASKS/ACTIVITIES
- 7) TIMELINE
- 8) EVALUATION
- 9) BUDGET AND JUSTIFICATION
 - a. Data Universal Numbering System (DUNS)
 - b. Budget (Standard Forms 424, 424A and 424B)
 - c. Budget Narrative
 - d. Indirect Costs
- 10) CERTIFICATIONS
 - a. Certification Regarding Lobbying
 - b. Disclosure of Lobbying Activities (SF LLL)
- 11) ATTACHMENTS
 - a. Copies of Sub-grantee agreement (If needed)
 - b. Copies of Memoranda of Understanding with Partners
 - c. Other Supporting Documentation

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<p>2) Organizational Information</p> <p>Use the space to the right to type any significant changes in key personnel, governance, or operations that occurred at your organization since your FY 2011 FDPNE funding was awarded.</p> <p>If the applicant is a consortium, did the lead agency change? __Yes or __No</p> <p>Please identify the member organizations of the consortium. Add a short statement regarding how each consortium member will contribute to the project. The lead agency will be considered the awardee and the other members will be sub-grantees (or sub-awardees) of the lead agency for purposes of the FDPNE project. Written agreements (e.g., Memorandum of Agreement) are required for all collaborative projects. A representative of each ITO/SA/organization participating in the collaboration must sign these agreements. The agreement should outline the duties/functions of each partner, and any financial support each partner will provide. (Attach your agreements to your application.)</p> <p>The number of FDPIR families <u>and</u> the number of FDPIR participants served per month must be included in this section (provide this information for each ITO consortium member).</p>	
<p>3) Project Staff</p>	

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<p>Instruction: Use the space to the right to provide a list of staff who will work on this project. Write their specific project responsibilities. If the names are not available, list the job titles and responsibilities. A Project Director must be designated at a minimum 50 percent time commitment (more than one staff position can be combined to reach 50 percent. Applicants may hire a staff person to perform this function for the duration of the FDPNE funding period.</p>	
<p>4) Goals and Objectives from FY 2011</p>	
<p>a) Instruction: Use the space to the right to select one nutrition goal approved for your FY 2011 FDPNE project that you will continue to implement in FY 2012. You may include an approved physical activity goal from FY 2011. Your project may include no more than two goals. One of your goals must be a nutrition goal. You may cut and paste the text from your FY 2011 FDPNE proposal. Add the objectives for the goals.</p> <p>b) If you accomplished all of your objectives for FY 2011, you may select new objectives or write new objectives. Include a maximum of three objectives for each goal. See Attachment C for a list of acceptable objectives. Guidance on writing objectives is included in this attachment.</p>	

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5) Lessons Learned During FY 2011	
<p>Instruction: Use the space to the right to provide information on what you have learned during the FY 2011 project period. Explain what you will do differently in FY 2012 as a result of lessons learned. Use this space to explain if you will expand your project. Provide brief details regarding the expansion.</p> <p>NOTE: You may eliminate a goal or objective as a result of lessons learned but you may not write new goals for FY 2012 if you are applying to renew your FY 2011 FDPNE project. <u>You must focus on at least one nutrition goal.</u></p>	
6) Tasks and Activities	
<p>Instructions: Use the column to the right to provide a list of tasks and activities for FY 2012. Explain how the task and activities support your objectives. (Why must this happen to reach your objectives?) Relate the tasks and activities to your goals and objectives.</p>	
7) Timeline	
<p>Instruction: Document the new timeline for your FY 2012 tasks and activities.</p>	
8) Evaluation	

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Instruction: In the chart below, place an X next to the method(s) you will use to evaluate your FY 2011 nutrition education project and provide a short explanation of how this will help to assess results. The evaluation can be a simple one but you must collect some data. For example, collect data on the number of participants who attend a nutrition education class, the number of participants who receive nutrition education handouts, or compare knowledge gain among participants after they have taken a class. Use the “Other” row to add your own evaluation methods. If you prefer to submit a more detailed evaluation plan, place an X next to “Other” and attach your evaluation plan using a separate file. Visit the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> and click on FDPIR Nutrition Education Grants to obtain the Project Evaluation Guidance document.

Sample Evaluation Chart		
Evaluation Methods	Select Evaluation Method by placing an X in this column	Evaluation: Provide a brief explanation of how the evaluation method will provide information that helps assess the results of your FY 2012 nutrition education project.
Survey		
Pre-and post test results		
Nutrition education session sign-in sheets		
Food demonstration sign-in sheets		
Referral log: Number of participants referred to other agencies for nutrition or physical activity education		
Log that records number of handouts distributed		
Physical activity session sign-in sheets		
Observations of activities		
Photos or videos		
Other		

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9. Budget and Justification.

a) Data Universal Numbering System (DUNS)

Instruction: Applicants of Federal Government awards are required to have DUNS numbers. You should already have a DUNS number if you are applying to renew your project for FY 2011. If this is a Consortium application and the lead agency is new, the lead agency needs to obtain a DUNS number. Contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge to obtain a DUNS number. The DUNS number serves as a means of tracking and identifying applications for Federal assistance, and is required to be included on all applications for Federal assistance. If applying as a consortium of agencies, use the DUNS number of the lead agency. **You must record your DUNS Number on your Standard Form (SF) 424. Use the space below to indicate that a DUNS number is recorded on the SF 424.**

b) Budget

Instruction: Use the Standard Form (SF) 424, 424A, and 424B to prepare a completed budget for the project. Provide amounts for all major budget categories. Budget forms are available at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> by clicking on FDPIR Nutrition Education Grants. Attach a hard copy of the completed forms. If you are e-mailing your application, you may fax copies of these forms to the FNS, Food Distribution Division Nutritionist, Akua White, or Stephanie Cooks. The RFA lists their contact information.

c) Budget Narrative

Instruction: The budget narrative must provide an explanation for all funds requested on the budget form (SF 424A) and describe how those costs relate to the project objectives and proposed activities. The budget narrative should provide enough detail for reviewers to understand how costs were determined and how they relate to the goals and objectives of the project. Use Attachment H, Sample Budget Summary Chart to document your budget narrative. Write directly onto the Sample Budget Summary Chart and attach it to your application.

TIP: Ensure that each budget item is explained clearly in your budget narrative. You may use Attachment G, Budget Narrative Checklist, to ensure that all information required is included in your narrative

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d) Indirect Costs

Instruction: Applicants who intend to charge indirect costs to the FDPNE grant must provide a copy of the most recently approved Indirect Cost Negotiation Agreement. If the applicant is a consortium, the lead agency must submit its most recently approved Indirect Cost Negotiation Agreement. **Use the space below to verify that you have attached or provided a copy of your Indirect Cost Negotiation Agreement if you intend to charge indirect costs to the FDPNE grant.**

10) Certifications

Instruction: Your application must include a Certification Regarding Lobbying, and, if required by paragraph two of the Certification Regarding Lobbying, Disclosure of Lobbying Activities (SF LLL). Forms for Certification Regarding Lobbying and Disclosure of Lobbying Activities (SF LLL) are available on the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> by clicking on FDPIR Nutrition Education Grants. **Attach the certification forms to your application. Use the space below this box to verify that you have attached a copy of your certification forms or to explain the submission method for the documents.**

11) Attachments

Instruction: Attach copies of agreements or memoranda of understanding with partners and any other supporting documentation that is required for this application.

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Attachment C

Guidance and Samples: Writing objectives, List of acceptable objectives, and Documenting Goals, Objectives, and Tasks

1. A Quick Guide for Writing Objectives: A well-written and clearly defined objective is:

- a) Specific- It identifies a specific event or action that will take place.
- b) Measurable - It quantifies the amount of change to be achieved.
- c) Appropriate - It is logical and relates to the State's SNAP-Ed goals.
- d) Realistic - It is practical given available resources and the proposed activities.
- e) Time specific - It specifies a time by which the objective will be achieved.
- f) **Example of a SNAP-ED, State-level objective:**

By September 30th increase the consumption of fruits and vegetables among women and children participating in the SNAP statewide by 5% and 3%, respectively, through the delivery of an intensive multi-channel intervention targeting this segment of the SNAP population. (Adapted from the FY SNAP-Ed Plan Guidance)

2. Sample Objectives for FDPNE

NUTRITION GOAL: Make half your plate fruits and vegetables	<p>SAMPLE OBJECTIVES:</p> <p>By (<u>insert date</u>), conduct (<u>insert number</u>) classes for (<u>insert number of participants</u>) that focus on the benefits of eating more fruits and vegetables on a daily basis.</p> <p>Provide (<u>insert number</u>) food demonstrations for (<u>insert number of participants</u>) by (<u>insert date</u>).</p> <p>Provide (<u>insert number</u>) fruit and vegetable food preparation cooking classes for (<u>insert number of participants</u>) by (<u>insert date</u>).</p> <p>Plant (<u>insert number</u>) community gardens by (<u>insert date</u>).</p>

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	<p>Provide a description of the gardens (i.e., size, location, type of vegetables/fruits).</p> <p style="text-align: center;">Sample Objectives for FDPNE (Continued)</p>
<p>NUTRITION GOAL:</p> <p>Eat whole grains</p>	<p>By <u>(insert date)</u>, conduct <u>(insert number)</u> classes for <u>(insert number of participants)</u> that focus on the benefits of increasing consumption of whole grain products.</p> <p>Provide <u>(insert number)</u> food demonstrations <u>for (insert number of participants)</u> by <u>(insert date)</u> that focus on using whole grain products.</p> <p>Provide <u>(insert number)</u> whole grain food <u>preparation cooking classes</u> for <u>(insert number of participants)</u> by <u>(insert date)</u>.</p>
<p>NUTRITION GOAL:</p> <p>Switch to fat-free or low-fat milk products</p>	<p>By <u>(insert date)</u>, conduct <u>(insert number)</u> classes for <u>(insert number of participants)</u> that focus on the benefits of consuming low-fat and fat-free milk products</p> <p>Provide <u>(insert number)</u> food demonstrations focusing on low-fat and fat-free milk products to <u>(insert number of participants)</u> FDPIR participants by <u>(insert date)</u>.</p> <p>Provide <u>(insert number)</u> food preparation/cooking classes for <u>(insert number of participants)</u> that focus on low-fat and fat-free milk products by <u>(insert date)</u>.</p>
<p>PHYSICAL ACTIVITY GOAL:</p> <p>Increase physical activity and reduce time spent in sedentary behaviors as part of a healthy lifestyle</p>	<p>Provide <u>(insert number)</u> physical activity demonstrations for <u>(insert number of participants)</u> by <u>(insert date)</u>.</p> <p>Provide handouts on increasing physical activity to <u>(insert number of participants)</u> FDPIR participants at monthly food issuance during <u>(insert months when you will provide the handouts)</u>.</p> <p>Refer participants <u>(insert number)</u> to physical activity programs or services by <u>(insert date)</u>.</p>

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3. Sample Chart for Documenting Goals, Objectives, Tasks and Activities

If you are not using the New Application Template (Sample) you may use a chart similar to the one below to identify your goals, objectives and tasks/activities in your application. A sample chart is below. Note that the Progress Report and Final Evaluation Reports are due after an application is approved. Approved applicants will receive templates for completing those reports by email. The examples below are guidance examples for those who do not wish to use the templates.				
<u>Goal (s):</u>	<u>Objective (s):</u>	<u>Tasks/Activities:</u>	<u>Timeline:</u>	<u>Progress Report (The award letter provides the due date for this report.): What is the status of each task?</u> <u>Evaluation (Due 90 days after the end of the project period)</u>
Document a maximum of two standard goals in this column.	Describe the objective (s) for each goal.	Describe the tasks/activities you will perform for each objective.	Provide proposed dates for each task.	Document the degree to which goals and objectives are accomplished. Did you meet the measures/outcomes you set in your objectives?
<u>Example:</u> <u>Goal 1:</u> Make half your plate fruits and vegetables	<u>Example:</u> <u>Objective 1:</u> Between October 1, 2009 and September 30, 2010, increase take rate of fresh fruits and vegetables FDPIR participants by 15%.	<u>Example:</u> <u>Task 1:</u> Display, in the distribution area, posters showing fresh fruits and vegetables <u>Task 2:</u> Provide households with nutrition education handout on value of fruit & vegetables in the diet. Invite participants to join the class “Fifteen Minute Nutrition Education Lesson: Make half your plate fruits and vegetables”. <u>Task3:</u> Provide households with fruit and vegetable snack and recipe handout vegetables. <u>Task4:</u>	<u>Example:</u> <u>Task 1:</u> Display poster by October 30, 2009 <u>Task2:</u> Handout and class provided with November 2009, March 2010, and June 2010 issuances. <u>Task 3:</u> Provide handouts on recipes/snacks during December 2009, April 2010, and July 2010 issuances. <u>Task4:</u> Survey participants in September 2010 to discover if dietary	<u>Example:</u> <u>Progress Report- 1st Quarter:</u> By October 15, 2009, the project purchased a variety of fruit and vegetable handouts and posters that provide nutrition education information for fruits and vegetables, recipes, and ideas for fruit and vegetable snacks, from the <u>Fruits and Veggies: More Matters!</u> program. We displayed posters by October 20, 2009. Each participating household received the fruit and vegetable nutrition education handouts in November 2009, March 2010, and June 2010. We provided two 15-minute classes per hour, throughout a six-hour food issuance period, during 8 pickup days in November, March, and June. In November 80 participants attended the classes. During March and June 2010, 175 participants attended classes. We disseminated the hand out that provides recipes and suggestions for snacks in December 2009, April 2010, and July 2010 during food package pick-up. The Nutritionist was on hand to answer participant questions and discuss the benefits of eating more fruits and vegetables. <u>Evaluation Report:</u> Records indicate that the take rate for fresh fruits and vegetables increased by 20% from December 2009 through September 2010. 150 participants who viewed the posters,

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		Survey participants regarding intake of fruits and vegetables.	intake of fruits and vegetables increased.	received the handouts, and attended the class completed questionnaires in September 2010. Forty percent reported that the handouts and posters encouraged them to take more fruits and vegetables and provided ideas for cooking the produce. Eighty percent reported eating two additional servings of fruits and vegetables per day after taking the class... Ninety percent indicated they selected more fruits and vegetables for their food packages after viewing the posters, receiving recipes, and attending the classes.
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Attachment D

Allowable and Unallowable FDPNE Administrative Expenses

Allowable costs are specified under OMB regulations at 2 CFR part 225 (OMB Circular A-87); 2 CFR 220 (OMB Circular A-21); 2 CFR 215 (OMB Circular A-110); and 2 CFR 230 (OMB Circular A-122).

Departmental regulations at 7 CFR 3016 and Food Stamp Program regulations at 7 CFR 277 (both exhibits to FNS Handbook 501) also specify allowable costs. To be allowable, all costs charged to FNS must be valid obligations of the Tribe, State, local government or sub-grantee and must be necessary and reasonable as charges under an approved FDPNE proposal. The criteria for “necessary and reasonable” are listed below.

Necessary Costs:

- Are incurred to carry out essential elements of the FDPNE proposal;
- Cannot be avoided without adversely affecting the FDPNE proposal; and
- Do not duplicate existing efforts.

Reasonable Costs:

- Provide a program benefit generally commensurate with the cost incurred;
- Are in proportion to other program costs for the function that the costs serve;
- Are priority expenditures relative to other demands on availability of administrative resources; and
- Carry constructive nutrition education messages consistent with the *Dietary Guidelines for Americans*.

Allowable administrative costs are operational costs for FDPNE, which include all administrative expenses that are reasonable and necessary to operate approved nutrition education activities. Allowable administrative expenses include:

- Salaries and benefits of personnel involved in FDPNE and administrative support;
- Office equipment, supplies, postage, duplication costs and travel that is necessary to carry out the project’s objectives (travel is listed here and below); development and production of FDPNE materials when no other appropriate materials exist;
- Lease or rental costs;
- Maintenance expenses;
- Other indirect costs; and
- Charges for travel for fulfilling the approved activities based on official Tribal, State, local or university travel regulations.

Unallowable administrative expenses - Unallowable costs per 2 CFR 225 (OMB Circular A87) and 2 CFR 220 (OMB Circular A-21) for State and local governments are listed below. Similar lists are found in 2 CFR 215 (OMB Circular A-110) and 2 CFR 230 (OMB Circular A-122), the OMB regulations applicable to universities and non-profit organizations).

- Bad Debts – uncollected accounts or claims, and related costs.
- Contingencies-contributions to an emergency reserve or similar provision for unforeseen events (these are not insurance payments which are allowable).
- Contributions and Donations (usually these are political in nature).
- Entertainment – costs that are primarily for amusement or social activities. (There are some exceptions that require reasonable judgment based on why or when the activity takes place. Consult the FNS Regional Office prior to incurring any entertainment related costs.)

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- Fines and Penalties – violations or penalties for failure to comply with Federal, Tribal, State, or local laws.
- Governor’s Office – specifically costs of general government. Costs which may be directly charged to a Federal grant may be allowable. (For example, if a person assigned to the governor’s office devotes 100 percent of his/her time to the FDPIR the cost may be allowable. Each situation, however, must be judged on its own merit).
- Indemnification – payments to third parties and other losses not covered by insurance.
- Legislative expenses.
- Losses not Covered by Insurance (See Indemnification above. These costs are similar, but not the same).
- Under Recovery of Costs under Federal Funding Agreements – shortfalls in one grant cannot be charged to another Federal grant. (This is not the same as charging two Federal grants for a share of the costs of the activity if both agencies benefit from the activity funded. However, an allocations basis must be established for sharing the costs in proportion to the benefit each receives.)
- Alcoholic Beverages.

Under 2 CFR 220 (OMB Circular A-21), there are some ***unallowable cost*** categories in addition to those listed above:

- Advertising and Public Relations – unless used for recruitment of staff, acquisition of material for the grant, or publishing the results of the grant.
- Alumni Activities.
- Commencement and Convocations.
- Legal Fees which result from a failure to follow Federal, State or Local laws. If certain conditions are met, the Federal government may allow some legal fees.
- Executive Lobbying.
- Goods and Services for Private Use.
- Housing and Personal Living Expenses.
- Interest, Fund Raising, and Investment Management. There may be exceptions for interest. If the cost is shown, it needs to be examined in light of the exceptions.
- Any and all Political Party Expenses.
- Pre-agreement Costs – all costs incurred prior to the grant award.
- Scholarships and Student Aid – there are exceptions that should be reviewed if these costs appear in budget.
- Student Activity Costs.
- Travel – allowable, but with restrictions as to amounts involved, level of transportation costs (e.g., no first class tickets).

Attachment E

Examples of Allowable and Unallowable FDPNE Activities and Services

The list that follows are examples and do not include all allowable and unallowable project examples.

Allowable FDPNE Activities and Services

- Gardening Projects – Gardening is a beneficial project that leads to the economical production and consumption of healthful and fresh food. Educational supplies, curricula, and staff salaries to teach gardening concepts that reinforce the beneficial nutrition aspects of gardening are allowable costs. However, the cost for the rental or purchase of garden equipment (e.g., fertilizer, tractors), the purchase, or rental of land for garden plots, seeds, plants, and other gardening supplies can only be allowable costs if they directly relate to the provision of nutrition education.
- Nutrition Education Reinforcement Items and Incentives– Includes calendars, refrigerator magnets, measuring cups, measuring spoons or other items of nominal value (\$4.00 or less per person) that reinforce an important nutrition message. **NOTE: FNS policy prohibits using more than \$4.00 per participant on these items. Spending more than this amount will not be authorized.**
- Local radio and television spots – Local radio and television announcements of nutrition education events for FDPIR participants and potentially eligible persons.
- Nutrition Classes – Classes on nutrition related topics. The primary purpose of the class must be to provide nutrition education to FDPIR participants and potentially eligible persons. Relevant topics include, but are not limited to:
 - Meal planning;
 - Food portions;
 - Selection of healthful foods from vending machines;
 - Healthful cooking; and
 - Food safety.
- The Pro-rata Share of Cost of Nutrition Classes – When FDPIR participants or potentially eligible persons are not the primary target of a nutrition class or the nutrition education is provided in conjunction with another program (e.g., SNAP-Ed, WIC, IHS Diabetes Prevention), FDPNE may be billed for the share of the class that includes FDPIR participants. For example, if a nutrition education class has 100 participants and 25 students are FDPIR participants, 25 percent of the cost of that class may be billed to FDPNE.
- Physical Activity Demonstration or Promotion – Physical activity demonstration or promotion that includes a nutrition message on healthful eating behaviors. Information on local sites where FDPIR participants and eligibles can access a diverse range of low or no-cost activities appropriate for different ages and physical abilities. The promotion of physical activity must be accompanied by a nutrition message on healthful eating behaviors.
- MyPlate.gov Promotion – Provide instruction to FDPIR participants and potentially eligible persons on

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accessing MyPlate.gov .Provide a dedicated work area (with Internet access) for individuals to use at the FDPIR facilities or collaborate with Tribal schools, libraries or other facilities for participant access to a work area with Internet access.

Unallowable FDPNE Activities and Services

Cultural Gatherings – FDPNE funds may not be used for nutrition education activities provided to the general public during Tribal gatherings and powwows. FDPNE funding, by law, may only be used for nutrition education for the FDPNE targeted audience, i.e., FDPIR participants and/or low-income individuals who are potentially eligible to participate in FDPIR. The use of FDPNE funds to serve the general public would be a misuse of federal funds.

Food Purchases - Food purchases are not allowable unless the food is used for recipe/taste testing purposes, as samples associated with a nutrition education lesson, or another activity that is integral to an allowable nutrition education objective. Any application for the purchase of food must describe how the food is used for a nutrition education activity. Purchasing food for distribution to FDPIR participants as a supplement to their monthly food package or as refreshments during a nutrition education activity is not allowable.

Door Prizes or Giveaways – FNS policy prohibits spending Federal funds on prizes or giveaways that are not nutrition education reinforcement or incentive materials.

Health Screenings – Health screenings, such as diabetes and blood pressure checks, are not an allowable activity for FDPNE unless integral to an allowable nutrition education activity. For example, blood pressure screenings would be allowable if used as a means to encourage members of the target audience to participate in a nutrition education class on reducing sodium intake.

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Attachment F

SAMPLE EVALUATION CHART: Type directly onto this chart and submit it with your application.

Instruction: In the chart below, place an X next to the method(s) you will use to evaluate your FY 2012 nutrition education project. Provide a short explanation of how this will help to assess results. The evaluation can be a simple one but you must collect some data. For example, collect data on the number of participants who attend a nutrition education class, the number of participants who receive nutrition education handouts, or compare knowledge gain among participants after they have taken a class. Use the “Other” row to add your own evaluation methods. **If you prefer to submit a more detailed evaluation plan, place an X next to “Other” and attach your evaluation plan using a separate file. Visit the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> and click on FDPIR Nutrition Education Grants to obtain the Project Evaluation Guidance document.**

Sample Evaluation Chart		
Evaluation Methods	Place an X in this column to select this method	Explanation: In the column, write how the evaluation method will provide information that helps assess the results of your FY 2012 nutrition education project.
Survey		
Pre-and post test results		
Nutrition education session sign-in sheets		
Food demonstration sign-in sheets		
Referral log: Number of participants referred to other agencies for nutrition or physical activity education		
Log that records number of handouts distributed		
Physical activity session sign-in sheets		
Observations of activities		
Photos or videos		
Other		

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Attachment G

Budget Narrative Checklist[†]

This checklist is intended to help ensure the items listed below are addressed in the budget narrative. **Additionally, you must follow all directions in the RFA.**

	YES	NO
Personnel		
Did you include all key employees paid for by this grant under this heading?		
Are employees of the applicant's organization identified by name and position title?		
Did you reflect the current yearly salary as a percentage of time to be devoted to the project?		
Fringe Benefits		
Did you include your organization's fringe benefit amount and basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
Travel		
Are travel expenses itemized? For example: the name of the city, county, state where each trip begins <u>and</u> ends, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip.		
Are the Attendee Objectives and travel justifications included in the narrative?		
Is the basis for the lodging estimates identified in the budget? For example include excerpt from travel regulations.		
Nutrition/Physical Education Activity Materials or Reinforcement Items		
Are types of educational materials identified in the budget? Are costs and # of items listed?		
Is the cost of incentive items \$4.00 or less per item?		
Equipment		
Is the need for the equipment justified in the narrative?		
Are types of equipment, unit costs, and the number of items to be purchased listed?		
Is the basis for the cost per item or other basis of computation stated in the budget?		
Materials and Supplies		
Are the types of materials, supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the costs per item or other basis of computation stated?		
Contractual		
Are the products to be acquired or the professional services to be funded described?		
Has the justification for the need to contract or sub-grant been included in the budget?		
For professional services, are the hours to be devoted to the project and the amounts to be charged to the project clearly stated?		
Is the methodology on how the applicant determined the contractual costs included?		
Are there sole-source contracts listed under this heading? If so, has sufficient information been provided in order to approve the use of a single source?		
Other		
Consultant Services. – Are all instances in which consultant services would be required listed?		
For all other line items listed under the "Other" heading, list items to be covered under this heading along with the method used to derive at costs.		
Indirect Costs		
Is the amount requested based upon a rate approved by a Federal Agency? Is a copy of the negotiated rate agreement provided along with the application?		

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†Budget Checklist Adapted From: USDA, FNS 2008 Team Nutrition Training Grants. Rev. 2011.

Attachment H

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Sample Budget Summary Chart

The Sample Budget Summary Chart is a Microsoft Word document. Using the chart is not mandatory; however, we strongly recommend that you use it. Please enter your budget items in the exact order that indicated on the blank chart provided in this attachment. Add rows as needed and use as many rows as you need to provide complete information.

Instructions

Column A: Budget categories such as Personnel are entered for you. Please do not change the categories.

Column B: Item – Type the name of the item within the category such as Nutritionist, Airfare, Car Rental, Nutrition education Flyers, etc.

Column C: Federal Amount. Enter the Federal amount requested.

Column D: Non-federal Amount. Enter the Non-federal the organization will contribute.

Column E: Total Amount. Add the amounts in Columns C and D and enter the total in Column E.

Column F: Explain why the expense is needed and how the cost was calculated. You may use brief statements but you must provide all of the information requested. Your application will be evaluated based on the completeness of the budget information that you document.

Calculate Indirect Charges: If you are applying the Indirect Cost Rate to your request, multiply Total Direct Charges by your Indirect Cost Rate.

Calculate Amount needed to meet the match requirement: Multiply Total Project cost by matching requirement percent.

Calculate the total FDPNE Federal request amount: Deduct match requirement amount from the Total Project Cost

Ensure that documentation that verifies the cost of line items accompanies your application. Contact us if you need further guidance.

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An Example of Sample Budget Narrative Chart with budget entries is on the next page. A blank chart that you may type on follows that.

Attachment H

Sample Budget Summary Chart
EXAMPLE ONLY

Column A	Column B	Column C	Column D	Column E	Column F - Explanation
Budget Categories	Name of Item	Federal Amt.	Non—Federal	Total Amt.	Explain why this expense is necessary and how you calculated the cost.
1. Personnel					
a. Fringe Benefits : Enter Fringe Benefit Rate on the line here: _____					
2. Travel					
a. Travel Out of State	Airfare from Florida to Arizona	\$2,000		\$2,000	Travel to Regional Health and Nutrition conference held in April. 2012. In Reno, Nevada. Estimated airfare for one person is \$1000 x 2 people = \$2,000.
	Hotel lodging	\$200		\$200	Room rate for one night = \$85 plus \$15 hotel tax for a total \$100 x 2 people equals \$200.
	Rental Car	\$70		\$70	Travel from airport to conference site and from conference site to airport. Cost is \$35

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Column A	Column B	Column C	Column D	Column E	Column F - Explanation
Budget Categories	Name of Item	Federal Amt.	Non—Federal	Total Amt.	Explain why this expense is necessary and how you calculated the cost.
					per day x 2 days = \$70. Estimated cost document from vendor is attached.
b. Local Travel					
3. Equipment					
4. Supplies					
a. Office Supplies	Pencils/Pens		\$60	\$60	Pencils at \$10.00 for 500. 200 Pens at \$.25 each for a total of \$50.00 (VENDOR'S PRICE LIST IS ATTACHED/INCLUDED)
b. Other Supplies					
5. Contractual					
a. Staff	Contract Nutritionist	\$11,500	\$4,500	\$16,000	To develop lesson plans and conduct nutrition education sessions. Salary @ \$20 per hour for 20 hours per week = \$400 per week x 40 weeks = \$16,000 (THE CONTRACTOR FEE SCHEDULE IS INCLUDED IN THE APPLICATION)
b. Other					
6. Other					
7. Nutrition Education	Booklet: "Nutrients in Vegetables"	\$200	\$100	\$300	Provided to participants

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Column A	Column B	Column C	Column D	Column E	Column F - Explanation
Budget Categories	Name of Item	Federal Amt.	Non—Federal	Total Amt.	Explain why this expense is necessary and how you calculated the cost.
Materials					attending nutrition education classes. Target audience of 200 participants at \$1.50 each booklet. Vendor price list is attached.
8. Physical Activity Materials					
9. Program Incentives					
10. Direct Charges		\$13,970	\$4,660	\$18,630	
11. Indirect Charges	Enter your Indirect Cost Rate on the line provided here <u>16.5%.</u>				
12. Calculate Indirect Cost Charges	Multiply Total Direct Charges (\$18,630) by the Indirect Cost Rate (16.5%). Enter the amount in Column E to the right ►			\$3,073.95	
Total Project Cost				\$21,703.95	
Calculate Amount needed to meet Match Requirement	Multiply Total Project cost (\$21,703.95) by matching requirement percent (25%) and enter in column E to the right.			\$5425.98	

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Column A	Column B	Column C	Column D	Column E	Column F - Explanation
Budget Categories	Name of Item	Federal Amt.	Non— Federal	Total Amt.	Explain why this expense is necessary and how you calculated the cost.
Total Federal Request for FDPNE	Deduct match requirement amount (\$5425.97) from the Total Project Cost (\$21,703.90) and enter in Column E to the right ►			\$16, 277.97	

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Attachment H: Sample Budget Summary Chart: Write your budget narrative directly onto this chart

Column A	Column B	Column C	Column D	Column E	Column F - Explanation
Budget Categories	Name of Item	Federal Amt.	Non— Federal	Total Amt.	Explain why this expense is necessary and how you calculated the cost.
1. Personnel					
a. Fringe Benefits : Enter Fringe Benefit Rate on the line here: _____					
2. Travel					
a. Travel Out of State					
b. Local Travel					
3. Equipment					
4. Supplies					
a. Office Supplies					
b. Other Supplies					
Contractual					
a. Staff					
b. Other					
13. Other					
14. Nutrition Education Materials					
15. Physical Activity Materials					
16. Program Incentives					
17. Direct Charges					

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18. Indirect Charges	Enter your Indirect Cost Rate on the line provided here _____				
19. Calculate Indirect Cost Charges	Multiply Total Direct Charges by the Indirect Cost Rate. Enter the amount in Column E to the right ►				
Total Project Cost					
Calculate Amount needed to meet Match Requirement	Multiply Total Project cost by matching requirement percent and enter in column E to the right.				
Total Federal Request for FDPNE	Deduct match requirement amount from the Total Project Cost and enter in Column E to the right ►				

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Attachment I

New Application Checklist

___ Register and obtain a Data Universal Numbering System (DUNS) number, if needed

APPLICATION CONTENT (Write all of the following information in your application)

___ Table of contents

___ Organizational Information

- Include the number of families and number of participants served per month

___ Summary

___ Project Staff

___ Detailed Application

___ Target audience

___ Partners (if applicable)

___ Letters of support from partners (in Attachments)

___ Goals

___ Objectives

___ Tasks/Activities for each objective

___ Timeline

___ Evaluation

___ Budget and Application Forms

___ DUNS NUMBER

___ SF 424, Application for Federal Assistance

___ SF 424A, Budget Information

___ SF 424B, Assurances – Non-construction programs

All required budget and certification forms are online at

<http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> by clicking on FDPIR Nutrition Education Grants.

___ Budget narrative (include indirect costs and matching requirement)

___ Certification regarding Lobbying

___ SF LLL, Disclosure of Lobbying Activities (if required by the Certification
Regarding Lobbying)

___ Attachments

___ Copies of Sub-grantee agreement (if needed)

___ Copies of Memoranda of Understanding with Partners

___ Other Supporting Documentation

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Attachment J

Application Checklist (Renewal)

___ Register and obtain a Data Universal Numbering System (DUNS) number

APPLICATION CONTENT (Document all of the following information in your application)

___ Table of contents

___ Organizational Information

___ Project Staff

___ Lessons Learned in FY 2011

___ Goals and Objectives from FY 2011

___ Tasks/Activities

___ Timeline

___ Evaluation

___ Budget and Application Forms

___ DUNS NUMBER

___ SF 424, Application for Federal Assistance

___ SF 424A, Budget Information

___ SF 424B, Assurances – Non-construction programs

(All required budget and certification forms are online at

<http://www.fns.usda.gov/fdd/programs/fdpir/default.htm>)

___ Budget narrative (must be submitted or application cannot be considered)

___ Indirect Costs

___ Certification Regarding Lobbying

___ SF LLL, Disclosure of Lobbying Activities (if required by the Certification
Regarding Lobbying)

___ Attachments

___ Copies of Sub-grantee agreement (if needed)

___ Copies of Memoranda of Understanding with Partners

___ Other Supporting Documentation (Such as Consultant resumes, Speaker qualifications,
contract agreements, documentation of costs for renting equipment or space)